

CHAPTER 1

GENERAL INFORMATION RELATIVE TO THE MAINTENANCE
OF VOLUME II WITH AN INTRODUCTION TO
TRANSPORTATION ACCOUNT CODES (TACs)

I - i . INTRODUCTION

This chapter provides information and instructions essential to the maintenance of current policy and procedural guidance affecting DoD transportation funds obligations through the use of Transportation Account Codes. It outlines the responsibilities of certain DoD and Service/Agency activities necessary for the maintenance of the MILSTAMP system. Included in this chapter is information concerning the structure of TACS, those commonly used and others of a peculiar or unusual nature such as nonsignificant and account handling. Special instructions are stated for MAC assigned and controlled TACs.

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SECTION A. GENERAL INFORMATION

1. Authority. Publication and use of this regulation is **pre-**scribed by the Department of Defense Directive 4000.25, subject: Administration of Defense Logistics Standard Systems.

2. Purpose. TACS identify the sponsoring Service/Agency and the appropriate fund citation to be charged for services incident to movement of materiel through the DTS.

3. Scope and Applicability. This regulation is applicable to the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency, Coast Guard, General Services Administration, and any **other** activity sponsored by the DoD Services/Agencies when using the DTS.

4. Exclusions. None. All documentation for materiel moved in the DTS must have a TAC cited in order to meet DoD fiscal requirements.

5. Policy. TACS are developed and maintained by each Service/Agency with overall responsibility assigned the Office of the Assistant Secretary of Defense (**OASD**) (Acquisition and Logistics (**A&L**)). The OASD Comptroller has a vested interest in this responsibility.

6. System Maintenance Responsibilities:

a. The DoD **MILSTAMP** System Administrator is responsible for administering the **MILSTAMP** system in accordance with the policy guidance of the **OASD(A&L)**. The DoD **MILSTAMP** System Administrator **will:**

(1) Perform analysis and design functions in coordination with Services/Agencies to implement guidance and instructions provided **by** the **OASD(A&L)** and assure the involvement of telecommunications planning in an integrated system design.

(2) Recommend system improvements and additional policies, as required, during the development of procedures.

(3) Develop, publish, and maintain this regulation in a current status. This includes responsibility to:

(a) **Staff** Proposed Changes

1. All proposed change requests will be evaluated prior to formal **staffing** with the Services/Agencies. The evaluation of the proposed change will include, but not be limited to, the accuracy, validity, necessity, and urgency of the change. Requests which do not demonstrate significant inter-Service benefit will be returned to the originating Services/Agencies. Requests which do

A.6.a (cont.)

demonstrate significant benefits will be forwarded to the participating Services/Agencies, and the DoD System Administrators of other DoD systems impacted by the proposed change for comment/concurrence. OASD(A&L)TP&SD will be provided copies of all proposals.

2 Formalized proposed **MILSTAMP** change letters (**PMCLs**) will be consecutively numbered and will normally request the Services/Agencies provide a response within 60 days. Responses from Services/Agencies must indicate an implementation date. The additional time must be fully justified. Nonreceipt of responses within the specified time will result in the DoD **MILSTAMP** System Administrator initiating correspondence **followup** action with the nonresponding Services/Agencies. The first **followup** will be via DoD **MILSTAMP** System Administrator **telecon** and will occur seven days after elapse of the specified response time. The second **followup**, if applicable, will be accomplished via DoD **MILSTAMP** System Administrator **followup** letter, or a meeting between the nonresponding Services/Agencies and the DoD **MILSTAMP** System Administrator. The second **followup** will occur 30 days after the elapse of the specified response time. Failure of Services/Agencies to respond within 45 days of the specified response time will be reported to OASD(A&L).

(b) Evaluate Service/Agency Responses

1 Issues which involve procedural matters will be resolved by the DoD **MILSTAMP** System Administrator, normally within 90 days after the receipt of all comments from the participating Services/Agencies.

2 Matters affecting policy, together with the Services/Agencies **comments** and a recommendation of the DoD **MILSTAMP** System Administrator, will be referred to the OASD(A&L) for resolution.

(c) Establish and Disseminate Implementation Dates

1 Following resolution of the Services/Agencies comments on the proposed change letter, the DoD **MILSTAMP** System Administrator will prepare and disseminate to the Services/Agencies **MILSTAMP** Focal Point an approved **MILSTAMP** change letter (**AMCL**) and/or interim change message indicating an implementation date.

2 Changes will be published twice a year (formal changes) with dates of 1 February and 1 July and will incorporate those **AMCLs** and/or interim changes which have an implementation date prior to those publication dates.

3 Assure compatibility of **MILSTAMP** procedures with those of the other Defense Logistics Standard Systems (**DLSS**). Coordination will be effected, when appropriate, with System Administrators of other DoD logistics data systems, and with related DoD

A.6.a.(3)(c)(cont.)

logistics task groups. Compatibility among these systems and groups must be accomplished prior to final coordination with the Services/Agencies.

4 Disseminate to Services/Agencies and **OASD(A&L)** a quarterly status review of all change proposals which have not yet been approved for publication.

5 Report to **OASD(A&L)** the findings and recommendations of **evaluations** and staff assistance visits, along with comments of the affected DoD Components.

6 Review and coordinate with Services/Agencies all requests for system deviations and exemptions and make appropriate recommendations to **OASD(A&L)** based on detailed analysis of the justification submitted by the requestor.

b. Heads of participating Services/Agencies will:

(1) Designate an office of primary responsibility for **MILSTAMP** to serve as the TAC coordinator to:

(a) Serve on the TAC coordination committee. The decisions reached at these committee meetings will represent a **Services/Agencies** position unless otherwise announced by the Service/Agency representative.

(b) Assure continuous liaison with the DoD **MILSTAMP** System Administrator and other Services/Agencies on all matters, procedures, systems, etc., which impact upon or otherwise affect DoD 4500.32-R.

(c) Evaluate **all** suggested changes (including those submitted under the Incentive Awards Program) to **MILSTAMP** which originate within their organization. If suggestions are received by the DoD **MILSTAMP** System Administrator directly for evaluation, they will be forwarded to the appropriate Services/Agencies TAC Coordinator for review and evaluation. If the Services/Agencies consider the suggestion worthy of adoption, a change proposal will be submitted to the DoD **MILSTAMP** System Administrator, stipulating specific narrative changes to the regulation. Such proposed changes **will** be staffed through appropriate channels. Suggestions will be handled in accordance with Services/Agencies Incentive Awards Program procedures.

(d) Provide assistance with TAC determination problems. **These TACs** are identified within each respective Service/Agency chapter of Vol. II.

A.6.b.(1) (cont.)

(e) Develop and submit recommended change proposals to the DoD MILSTAMP System Administrator with justification and expected benefits. The recommended change proposals will be submitted in the following format:

1 A narrative description of the basic concept being proposed and reasons therefor.

2 Known interface and impact requirements identifying changes for coordination with other DLSS or non-DLSS logistics systems.

3 Operational statement identifying known advantages/disadvantages resulting from the proposed revision.

4 Proposed wording required for the MILSTAMP Regulation.

(f) TAC Changes Requiring Coordination

1 TAC revisions in the following categories (note 1) will require coordination and the development of leadtime requirements prior to implementation:

a TAC(s) involving the introduction of a new billing address.

b TAC(s) involving a change in billing address.

c The introduction of a new series of TACS.

d TACS which will affect an edit criterion being performed at the request of a Service/Agency by a TOA prior to submission of bills.

2 Proposed changes will be forwarded to DLSSO-BV, Cameron Station, Alexandria, VA 22304-6100, in accordance with the format required by DoD Directive 4000.25, and chapter 1, paragraph A.6.b.(1)(e) this regulation.

(g) Proposed TAC changes that do not require coordination (note 2) are those which do not meet the criteria of chapter

Note 1. TAC changes are made in accordance with the instructions contained in the notification of change that deletes or adds the TAC. The TOAS are authorized to honor the use of discontinued TACS in order to bill the original sponsor for delayed shipments, unless formal disposition is provided in the request for the TAC discontinuance.

Note 2. See bottom of next page.

A.6.b.(1)(f)1 (cont.)

1, paragraph **A.6.b.(1)** (f). The following statement will be included in the request: "TAC revision(s) proposed herein (does/do) not involve: a new or revised billing address, the introduction of a new TAC series, or an edit criterion performed by a TOA prior to submission of a bill to this Service (or Agency)."

(2) Provide a single, coordinated Service/Agency position to the **MILSTAMP** System Administrator on all proposed system changes. Services/Agencies responses to proposed system changes **will** be provided to the DoD **MILSTAMP** System Administrator within the time specified (normally 60 days).

(3) Assure that all operating activities under their jurisdiction comply with this regulation.

(4) Report to the DoD **MILSTAMP** System Administrator those problems, violations, and deviations which impact system operations.

c. The **OASD(A&L)** will:

(1) Resolve issues concerning resources, policy, and requests for deviation of exemption from **MILSTAMP** procedures.

(2) Direct system changes, when necessary, to implement DoD policy.

(3) Resolve and take necessary action with Service/Agency heads on matters referred/recommended by the DoD **MILSTAMP** System Administrator.

7. Publication of the Regulation. The regulation will be updated by republication in its entirety at intervals not to exceed four years. It may be republished at the discretion of the DoD **MILSTAMP** System Administrator whenever the volume of change dictates, normally when changes affect 40% of the total.

8. Supplementation of the Regulation. This regulation **will** not be supplemented except to provide more detailed local implementing instructions required by action offices, e.g., data entry instructions to cover variances in capabilities to generate, process, perpetuate, and communicate **MILSTAMP** data.

9. Distribution. Supply of this publication, changes and forms, data formats prescribed herein will be requisitioned through established Service/Agency publications distribution channels.

Note 2. **TAC changes** are made in accordance with the instructions **contained** in the notification of change that deletes or adds the TAC. The TOAs are authorized to honor the use of discontinued TACS in order to bill the original sponsor for delayed shipments, unless formal disposition is provided in the request for the TAC discontinuance.



SECTION B. INTRODUCTION TO TRANSPORTATION ACCOUNT CODES

1. Structure of the TAC:

a. TACS consist of a four-position alphanumeric code. The first position identifies the sponsoring Military Shipper Service, **DoD/non-DoD** Agency, or contractor who will be charged (billed) for all services performed incident to movements in the DTS. Sponsoring Service/Agency and contractor codes are:

<u>CODE</u>	<u>ASSIGNED TO</u>	<u>CHAPTER</u>
A	Army (includes FMS)	2 & 11
B	Army (MAP only)	11
C	Army (AID shipments-Definition in chapter 2)	-- 2
D	Air Force (MAP & FMS only)	11
F	Air Force	3
H	Other DoD and U.S. Government Agencies	4
J	Joint Task Force 8	5
K	Marine Corps (MAP & FMS only)	11
L	Marine Corps First Destination Transportation	6
M	Marine Corps Second Destination Transportation	6
N	Navy	7
P	Navy (MAP and FMS only)	11
S	DLA	8
T	Contractor	See notes 3 & 4

Note 3. This first alphabetic character (T) is used for constructing a MAC TAC covering the transportation of materiel of certain Agencies and activities, the movement of which is authorized and sponsored by the Military Components and Agencies of the DoD. Use of this alphabetic character indicates that direct billing will be accomplished for the cost of transportation to the applicable contractor. "T" TACS are assigned and controlled by the Military Airlift Command.

Note 4. This first alphabetic character (X) is used for the constructing of a MAC TAC covering the transportation of materiel of **non-DoD** U.S. Government Agencies, the movement of which is authorized and sponsored by the Military Components and Agencies of the DoD. Use of this **alphabetic** character indicates that direct billing will be accomplished for the cost of transportation to the applicable customer. "X" TACS are assigned and controlled by the MAC.

B.1. (cont.)

X	Government Agencies not listed herein	See notes 4 & 5
Z	Coast Guard	9

b. The second, third, and fourth positions are assigned and controlled by each sponsoring Service/Agency; these positions may be alpha, numeric, or both. They are assigned to identify the appropriate fund citations, functional identity of the cargo, commodity, or any other description that relates to the accounting classification that is applicable to the transportation costs. TACS are entered in block 17 (or column 43a) of the DD Form 1384, Transportation Control and Movement Data/Document (TCMD), or in rp 64-67 of the prime TCMD (T_0, T_1, T4). Alphabetic I and O will not be used in TACS except for Military Assistance Program (MAP) and Foreign Military Sales (FMS) cargo shipments.

2. Nonsignificant TACS are established to facilitate data flow through the DTS system and to assure uninterrupted cargo movements through the various segments of the DTS. The use of a nonsignificant TAC will be as specified in this volume by each Service/Agency.

a. The first positions of the TAC will identify the sponsoring Service/Agency. The three remaining positions will be 000. Billing documents citing charges against a nonsignificant TAC will include backup data as specified in chapter 10.

b. Reconciliation of nonsignificant TACS to significant TACS is necessary and is the responsibility of the Service/Agency finance office responsible for payment of charges.

3. Account Handling TACs (MAC application only). For customers who pay cash, "who must be charged the non-Government tariff rate, or who are entitled to use common user airlift service, but are not assigned a regular TAC, the following special account handling codes are provided.

A--Account Handling	Identifies a user who does not have a regular TAC assigned and pays the Government rate (AFR 76-11) on a credit basis.
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C--Account Handling	Identifies a user who does not have a regular TAC assigned and reimburses MAC at the Government rate (AFR 76-11) by paying cash.
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Note 5. Requests for a "T" or an "X" TAC should be addressed to the Military Airlift Command, ATTN: ACIA, Scott AFB, IL 62225-5001, telephone: AUTOVON 638-3631.

B. 3. (cont.)

G--Account Handling

Identifies a user who does not have a regular TAC assigned and pays the non-Government rate (AFR 76-28) on a credit basis.

J--Account Handling

Identifies a user who does not have a regular TAC assigned and reimburses MAC at the non-Government rate (AFR 76-28) by paying cash.

K--Account Handling

Identifies a user who does not have a regular TAC assigned and pays the non-Do D Federal Agency rate on a credit basis.

L--Account Handling

Identifies a user who does not have a regular TAC assigned and reimburses MAC at the non-Do D Federal Agency rate by paying cash.

These codes are inserted in the second position of the TAC with all other positions left blank. Documentation necessary to support account handling codes A, G, and K will be forwarded to MAC via the mechanized Airlift Service Industrial Fund (AS IF) Channel Traffic Revenue Processing System. For shipments of personal property, a Household Goods and Baggage Ownership Data (Document ID TF8/TH8) and a minimum of one Miscellaneous Data Card (Document ID TF9/TH9) must be included with the Shipment Unit Prime Data to substantiate ASIF processing. For all other shipments Miscellaneous Data Cards (Document ID T_9) must be included. For account handling codes C, J, and L, a copy of DD Form 1131, Cash Collection Voucher, and DD Form 1384, TCMD, will be forwarded to MAC/ACIA by aerial ports to substantiate ASIF processing. Trailer cards with billing address/instructions will be submitted in the format outlined in DoD 4500.32-R, Volume I, appendix F, figure F-9.

4. TAC Coordinator. A TAC coordinator has been established by each Military Service or Agency to assist shippers with the assignment of correct **TACs**. These coordinators are listed in their respective chapters of Volume II, **MILSTAMP**.